

**W. San Antonio Street Rehabilitation Project
Design, Bid, and Construction Phase Scope of Services**

Cobb, Fendley & Associates (CF) is pleased to present this scope of services for design, bid, and construction phase services for the San Antonio Street Rehabilitation project. This project will rehabilitate approximately 3,000 linear feet of West San Antonio Street from North Walnut Avenue to South Academy Avenue. CF will perform an on-site street condition survey with a geotechnical engineering firm to assess the conditions of the street for design. The street rehabilitation options (which can include full depth reclamation, spot repairs, mill/overlay) will be evaluated during the on-site condition survey.

Below is a detailed description of the scope of services.

I. Preliminary Engineering. Perform street condition survey with Geotech Engineer and City Staff.

II. Design Phase

A. Plan Production. CF will submit plans for review at the 30%, 90% and 100% stages. The plans will include the following plan sheets:

1. Cover Sheet (1 sheet)
2. General Notes (1 sheet)
3. Typical Sections (1 sheet)
4. Detour Plan(s) (1-2 sheets)
5. Overall Layout Sheet (1 sheet)
6. Existing Utility Layout. Existing utilities will be identified using survey information and record drawings as available, and will be shown on the roadway design sheets.
7. Roadway Sheet (8 sheets) and include E&S, Striping and Tree Protection. CF will evaluate grading of the existing roadway and include grading improvements on these sheets, when necessary, to improve stormwater conveyance to the existing drainage structures.
8. Standard Details (16 sheets) and include traffic control details, to be provided at 90% and 100% submittals.

B. Project Manual/Technical Specification. CF will prepare the project manual and contract documents. Front end documents will be provided by the City of New Braunfels. CF will use City of New Braunfels standard specifications where applicable and supplement with City of San Antonio and or TxDOT Standard Specifications where required. A list of relevant specifications will be included with the 90% submittal. A full project manual will be included with 100% submittal.

C. Quantity Take Off / Cost Estimate. CF will provide a quantity take off and cost estimate at each design submittal with decreasing levels of contingency as design progresses.

D. QA/QC. CF will engage senior design personnel to perform outside quality control reviews at each submittal. A Quality Assurance Manager will oversee the QA/QC program for the project.

E. Coordination / Review Meetings.

- a. This scope assumes that a coordination/review meeting will be attended at the conclusion of the 30% and 60% design submittal, to review progress and comments. (2 meetings).
- b. This scope assumes that one (1) community meeting (public involvement) meeting will be attended during the design phase. The City will perform all coordination and advertising for the meeting, and CF effort will be limited to attendance and providing exhibits.

F. Public Meeting (Open House).

G. Prepare submittals. CF will deliver three (3) sets of 11"x17" plans and 3 project manuals for each submittal as well as an electronic copy in PDF format.

III. Bid Phase

A. Attend Pre-Bid Meeting. CF will prepare agenda and attend a pre-bid meeting. This scope includes preparation of agenda and minutes for this meeting.

B. Respond to Contractor Questions. CF will respond to Contractor questions regarding clarifications to the plans.

C. Addenda. CF will prepare addenda resulting in clarification questions from Contractors. This scope assumes up to two (2) addenda. These will be distributed by the bidding assistance center.

D. Reference Check. CF will check references and verify qualifications of the apparent low bidder.

E. Bid Tabulation/Evaluation and Letter of Recommendation. CF will assemble all bids into a Bid Tabulation to check the accuracy of the bids, and assist the City in determining the lowest, responsible bidder. CF will prepare a Letter of Recommendation for use by the City in awarding the construction contract.

F. Prepare Conformed Documents. Upon completion of bid phase and execution of contracts, CobbFendley will prepare a conformed set of documents incorporating any addendum that were issued during bid phase and contract documents

G. Exclusions from Bid Phase Services.

1. Assistance with advertisement.
2. Assistance with execution of bid documents.

This scope assumes that a bidding assistance center will be used for bid phase and the City will be responsible for uploading plans, project manual, and addenda onto the bidding assistance center and will retain a hard copy at City offices. CF will not be responsible for plan distribution.

IV. Construction Phase.

A. Pre-Construction Meeting. CF will prepare agenda and conduct the pre-construction meeting. This scope includes preparation of agenda and minutes for this meeting.

- B. Attend Progress Meeting.** CF will attend progress meetings with City Staff and Contractor. Scope assumes four (4) meetings. CF assumes construction will be 3-4 months.
- C. Site Visits.** CF will attend monthly site visits / construction meetings. This scope assumes four (4) months for construction. CF is not performing construction inspection and will be visiting the site to observe general conformance with contract documents and evaluate issues should they arise.
- D. Review Shop Drawings.** CF will review Contractor submittals. This scope assumes that the Contractor's submittals will be in accordance with the contract documents, and that the contract documents will include the provision that submittals will only be reviewed twice. Subsequent reviews will be conducted at the expense of the Contractor. Scope assumes eight (8) submittals. CF will maintain the submittal log.
- E. Requests for Information.** CF will respond to Contractor requests for information. This scope assumes eight (8) requests for information. CF will issue drawing revisions as required. Drawing revisions resulting from change of scope of project will be prepared as an additional service.
- F. Change Orders.** CF will assist the City in evaluating and preparing change order documentation to address construction / quantity changes. Scope assumes two (2) change orders.
- G. Review Contractor pay app.** CF will review four (4) contractors pay apps. CF assumes construction will be 6 months.
- H. Final Walkthrough.** CF will attend the final walkthrough and review the final punch list prepared by the City Inspector.
- I. Record Drawings.** CF will prepare record drawings based on Contractor redlines as verified by the City Inspector.

V. Assumptions

- a. No detailed drainage designs. At the City's request, CF will not include surveys or designs of any additional drainage structures. However, CF will evaluate grading of the existing roadway and include grading improvements in the Construction Plans, when necessary, to improve stormwater conveyance to the existing drainage structures.
- b. No Environmental
- c. SW3P will be included as a bid item for Contractor to prepare
- d. Standard Details will be provided in 90% and 100% submittals
- e. List of Specifications to be provided at 90%
- f. Full specifications book to be provided at 100%
- g. No assistance with advertisement.
- h. No assistance with execution of bid documents.
- i. No Subsurface Utility Engineering (SUE)
- j. Construction Phase Services will be "Hourly, Not to Exceed"

Task	\$235.00 per hour Senior Engineer	\$185.00 per hour Sr. Project Manager	\$115.00 per hour Project Engineer II	\$135.00 per hour Senior Technician	\$95.00 per hour Technician II	\$75.00 per hour Clerical	\$0.560 per mile Mileage	\$15.00 per delivery Courier	\$2.00 per sq ft Repro (full- size)	\$0.15 per copy Copies	Total Hours	Total Fee Budget	Expenses	Total Budget
Preliminary Engineering														
Geotechnical Street/Pavement Evaluation (Arias)														
Walk thru with City	2	2 4	4 4								6 10	\$830.00 \$1,670.00	\$2,225.00 \$0.00	
Subtotal Preliminary Engineering	2	6	8	0	0	0	220				16	\$2,500.00	\$2,225.00	\$4,725.00
Design Phase (30%, 90% and 100%)														
Plan Production														
Cover Sheet		1	2	1	4						8	\$930.00	\$0.00	
General Notes		1	4		4						9	\$1,025.00	\$0.00	
Typical Sections (1)		2	4	2	24						32	\$3,380.00	\$0.00	
Overall Layout Sheet		1	2	1	6						10	\$1,120.00	\$0.00	
Roadway Plans (including E&S, Grading, Striping and Tree Protection) (8 sheets@ 1"=20' on 11x17)		8	32	8	64						112	\$12,320.00	\$0.00	
Detour Plans		2	4		8						23	\$2,485.00	\$0.00	
Standard Details(TCP) (16 sheets)		2	4	1	16						20	\$2,580.00	\$0.00	
Project Manual / Technical Specifications		4	16								36	\$4,260.00	\$0.00	
Quantity Take Off / Cost Estimate (30%, 90% and 100%)		4	24		8						20	\$3,900.00	\$0.00	
QA/QC	4	16									12	\$1,660.00	\$246.40	
Coordination / Review Meetings (Assume 2)		4	8				440				8	\$1,660.00	\$123.20	
Open House (Public meeting/involvement, 1 meeting)	4	4					220				8	\$1,660.00	\$123.20	
Assemble 30%, 90% and 100% Submittals (3 sets per phase) (assume 11x17 submittals)		8			12	8		3		1206	28	\$3,220.00	\$225.90	
Utility Coordination (UEG) (5% markup)												\$250.00	\$5,000.00	
Subtotal Design Phase	8	57	100	13	146	8	660	3	0	1206	332	\$38,810.00	\$595.50	\$39,405.50
Bid Phase														
Attend Pre-Bid Meeting		2	4								6	\$830.00	\$67.20	
Respond to Contractor questions		4	8				120				12	\$1,660.00	\$0.00	
Prepare addenda (assume 2) for distribution		2	8		8	2					20	\$2,200.00	\$0.00	
Reference Check/Bid Tabulation/Letter of Recommendation	1	4	4								9	\$1,435.00	\$0.00	
Prepare Confirmed Documents		1	16								17	\$2,025.00	\$0.00	
Subtotal Bid Phase	1	13	40	0	8	2	120	0	0	0	64	\$8,150.00	\$67.20	\$8,217.20
Construction Phase														
Attend preconstruction meeting		2	2									\$1,070.00	\$67.20	\$1,137.20
Attend progress meetings (4)	2	12	12				920					\$3,600.00	\$515.20	\$4,115.20
Attend site visits (4)		12	12				920					\$3,600.00	\$515.20	\$4,115.20
Review Submittals (8)		8	16									\$3,320.00	\$0.00	\$3,320.00
Respond to RFIs (8)		8	16									\$3,320.00	\$0.00	\$3,320.00
Change orders (2)		4	8	8								\$1,820.00	\$0.00	\$1,820.00
Review Contractors Pay Appt (4)		4	8									\$1,660.00	\$0.00	\$1,660.00
Final walk-through		4	4				120					\$1,200.00	\$67.20	\$1,267.20
Project close-out		4	8									\$1,660.00	\$0.00	\$1,660.00
Record drawings		4	8						72			\$4,900.00	\$144.00	\$5,044.00
RAS Inspections		4	8	24								\$0.00	\$0.00	\$0.00
Subtotal Construction Phase												\$26,150.00	\$1,308.80	\$27,458.80
San Antonio Street Rehab Project														
Design, Bid and Construction Phase Services														
Cobb Fendley														
Design														
Survey														
Bid														
Construction														
Arias														
Utility Coordination (UEG) (5% markup)														
Total														